



GREENSBORO
PARKS AND
RECREATION

APPLICATION FOR PHOTOGRAPHY PERMIT

Please note that a separate reservation and permit is required for each photo shoot and each location used during the shoot.

Professional Rates:

Monday-Friday, \$25 per hour

Saturday-Sunday & City Holidays, \$50 per hour

Date of Application: _____

Name: _____ **Address:** _____

City/State/Zip: _____ **Phone: (H)** _____ **(C)** _____

Email: _____

Alternate Contact: _____ **Phone:** _____

Photographer Name: _____ **Phone:** _____

Business Name: _____ **Address:** _____

City/State/Zip: _____ **Email:** _____

Date of Reservation: _____ **Time Requested:** _____ ☐am/☐pm to _____ ☐am/☐pm
(must include setup and breakdown)

Location: (Reservations are made in hourly increments. (ex. 10:00-11:00 or 10:30-11:30))

Garden / Park / Facility (specify): _____

Purpose: ☐ Bridal ☐ Engagement ☐ Quinceañera ☐ Other: _____

Will electricity be needed: ☐ Yes ☐ No **Number of People:** _____ (including photographer)

Will props be used? ☐ Yes ☐ No If yes, please list: _____

Date Received: _____ **Received By:** _____

PERMIT

Pursuant to the rules and regulations governing the use of the City gardens, the application for photography in the city-owned facility described herein is approved for the stated activity subject to the conditions set forth in the application.

Application Approved By: _____ **Date:** _____

Rental Fee: \$ _____ **Form of Payment** ☐ Cash ☐ Check # _____ ☐ Money Order # _____

☐ Visa/Auth Code: _____ ☐ MasterCard/Auth Code: _____ ☐ Discover/Auth Code _____

RecTrac Receipt# _____ **Reservation#:** _____ **HH#** _____

Greensboro Parks & Recreation Photography Rules and Regulations

General Information

The City of Greensboro Parks and Recreation Department welcomes and encourages all residents and guests to visit and capture their experiences by taking pictures. We're proud to showcase our beautiful parks and award-winning botanical gardens, made possible by Greensboro's residents and our partners like Greensboro Beautiful Inc. To help protect these investments and to allow uninterrupted public visits, we require professional photographers, or photographers receiving payment for their services, to obtain a permit. This allows the City to understand and coordinate the potential impacts on the facility, ensure that the requested space is reserved, and to minimize potential distractions to those enjoying the park or garden.

- Gardens and parks are open to the public with free admission at all times during operational hours.
- **Photographers are required to carry the approved permit during the photo shoot.** Photographers may be approached during the photo shoot for the approved permit. Failure to produce the permit will result in onsite request for payment or termination of the photo shoot.
- Reservations must be made a minimum of two days in advance of the requested date and during regular office hours (8 am – 5 pm).
- **Full payment is required at the time of reservation for professional photography.**
- Photographers are expected to respect other events that are scheduled on the property (i.e. weddings, other photo shoots, reunions, etc.).
- Requests for specific locations on the property will incur the hourly event reservation cost. (Contact the Garden Reservation Office at 336-373-7690 or further information.)
- Photography may take place at any location throughout the property, unless otherwise posted or reserved.
- Furnishings, plantings, artwork, etc. may not be moved. Care should be taken to avoid damage to property and plants at all locations.
- Commercial photography or filming requires special permits from the Special Events Manager. (Contact the Garden Reservation Office at 336-373-7690 for more information.)
- All subjects must be fully and appropriately clothed. Swimsuit photo shoots are not permitted.
- Photographers will be held accountable for damages to property and are responsible for the actions of those associated with the photo shoot.
- A separate photography application is not required for photographs taken during the time reserved for a wedding.

Cancellations and Refunds: Scheduled photo shoots cancelled due to inclement weather may be rescheduled for another date when notification is provided by the next business day and confirmed by the garden supervisor. No refunds are provided for inclement weather or cancellations.

☐ I agree to abide by the above rules/regulations.

Applicant Name: _____

Date: _____

Return application to:

Greensboro Parks & Recreation
Attn: Garden Reservations
1502 Barber Park Drive
Greensboro, NC 27401
Office number: (336) 373-7690
Email: lisa.lamarr@greensboro-nc.gov